

Rhode Island Commerce Corporation
315 Iron Horse Way, Suite 101
Providence, Rhode Island 02908

REQUEST FOR PROPOSAL (RFP)
Business Tax Climate Advisory Services

I. Description of Proposal

The Rhode Island Commerce Corporation (“Commerce RI”) seeks to retain one or more vendors (Consultant) to provide state-wide business tax climate analysis and strategy consulting services.

This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified individuals and organizations. This request is an offer by Commerce RI to purchase, in accordance with the terms and conditions of this RFP, the services, in whole or in part proposed by the successful Offeror(s), by contract.

The respondents to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all or a portion of the services to Commerce RI as described in the scope of services.

II. Background

Commerce RI’s mission is to work with its private, public and non-profit partners to create the conditions for businesses in all sectors to thrive and grow in order to promote prosperity for all of our citizens. Commerce RI offers business services and assistance, access to capital programs, incentives and a variety of programs to help companies grow within Rhode Island’s borders and relocate to our great State. Additional agency information is available at www.commerceri.com.

III. Scope of Services

General Description

Consultant will be responsible for providing work within the following categories of services.

1. **Analysis of potential changes to Rhode Island’s system of business taxation.**
Consultant will model several potential changes (including variations thereof) that are currently under consideration and assess the financial impact of these changes over the short, medium, and long terms on: (a) individual and representative companies, (b) particular industry sectors, and (c) state tax receipts. The analysis shall address not only

financial impact but also compliance costs, predictability, administrative ability, fairness, and related questions that emerge during the course of analysis.

2. **Analysis of the effect of such changes on Rhode Island's perceived business friendliness.**
3. **Recommendations to reform Rhode Island's system of business taxation and improve its perceived business friendliness.** Based on the analyses above in Sections III.1 and III.2, Consultant will make recommendations of specific tax changes that Rhode Island could implement to improve its system of business taxation and perceived business climate over a period of years. Consultant will also participate in meetings, hearings, and presentations as necessary to explain such recommendations to government leaders and the public.

IV. Proposal Format

All proposals shall provide information relating to the elements listed in sufficient detail to allow Commerce RI to conduct an informed and fair selection process. Failure to include any of the following information may have an adverse impact on the evaluation of a proposal.

1. Include a table of contents and an executive summary of the proposal.
2. Provide the name of your company and the name, address, telephone number and email address of a person with whom our office can communicate regarding this RFP.
3. Provide a summary overview of the firm(s) comprising your proposed consultant team, including office locations and number of staff in each location. Brochures and marketing materials may be included in an appendix to the proposal.
4. Discuss the methods proposed to fulfill all or a portion of the above Scope of Services and identify any technical issues that may arise at each stage of the project.
5. Include a list of project deliverables and a detailed monthly project schedule, including milestones and processes that will be employed to deliver the work products of the project. Also include task assignments, billing rates, and hours for staff members linked to the cost proposal (see Section IV.10 below) and project deliverables. Please note that intensive work should be expected in the early two to three months.
6. Identify the key members of the proposed consultant team who will manage and staff this contract. Please identify a Principal-in-Charge and a Project Manager for the overall contract as well as other technical and design staff in each of the disciplines listed in the scope of the services. An organizational chart would be helpful. Please also advise as to the anticipated availability of key personnel and provide professional resumes for all proposed personnel.
7. Provide information on no more than five (5) highly relevant projects undertaken by the proposed consultant team within the past five (5) years. The selected projects should demonstrate the experience of the proposed consultant team. Where applicable, please

indicate where individual members of the proposed consultant team have worked on the relevant projects.

8. Provide references including client name, address, contact person, telephone number, email address, project dates, and project description. References should be for similar or related projects on which proposed key staff members for this project have worked.
9. Please furnish:
 - Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation upon award.
 - A listing of all current and ongoing contracts between any/all firms proposing and the Corporation or the State of Rhode Island.
 - A disclosure of all outstanding financial obligations with the State of Rhode Island for any of the firms included in the proposal.
 - Acknowledgement that upon award of this contract, Consultant will provide:
 - Copies of all documentation that demonstrate the firm(s) has the legal ability to perform the services in the State of Rhode Island, described generally heretofore.
 - Agreement to a Confidentiality Agreement and Conflict of Interest Affidavit.
10. Please provide a cost proposal as follows:
 - Information relating to firm's fee structure, including appropriate "rate sheets."
 - A total, maximum price to accomplish all of the work described in Section III.
 - A budget for each category/task/subtask which provides:
 - Labor estimate that correlates to the information provided in Section IV.5 above
 - Non-labor expenses
 - Items not included in the price

V. Evaluation and Selection Criteria

EVALUATION CRITERIA

Description	Percentage
Past Experience	25%
Organization and Staffing	10%
Description of Approach	35%
Cost	30%
Total	100%

VI. Notifications

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.
3. Commerce RI reserves the right to consider evaluation criteria other than that listed in this RFP.

VII. Due Date, Format, Questions, and Disclaimers

This Request for Proposals is being issued on October 14, 2016, and responses are due by 2:00 p.m. Eastern Standard Time on November 4, 2016. Any responses received after this time will not be considered.

Include one (1) electronic (PDF) version and five (5) printed copies of the complete proposal in a sealed envelope marked:

Rhode Island Commerce Corporation
ATTN: Business Tax Climate Advisory Services RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

Electronic Submissions will not be accepted.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Rebecca Webber at: rebecca.webber@commerceri.com no later than 2:00pm on October 21, 2016. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.commerceri.com and www.purchasing.ri.gov by October 26, 2016, to ensure equal awareness of important facts and details.

The Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.